



## Washington Courts Employment Opportunity

*Administrative Office of the Courts*

### EARLY CHILDHOOD COURT STATEWIDE COORDINATOR (Sr. Court Program Analyst) For the Early Childhood Court Program

**Our Mission:** Advance the efficient and effective operation of the Washington Judicial System.

*The Administrative Office of the Courts (AOC) is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration, and teamwork. It is committed to both employee growth and work-life balance.*

*Our diversity and inclusion efforts include embracing different cultures, backgrounds, and perspectives while fostering growth and advancement in the workplace.*

**Job #:** 2021-74  
**Status:** Regular, Full-Time  
**Location:** Olympia, Washington  
**Salary:** Range 64: \$67,560 - \$88,644 per year (DOQ)  
**Opens:** October 01, 2021  
**Closes:** October 25, 2021

**Note:** Interviews will be held the week of November 1, 2021.

***The Administrative Office of the Courts closely monitors COVID-19 pandemic updates and follows the state's health and safety recommendations for the community and our employees. We will be conducting our recruitment process remotely.***

**Note:** All AOC employees must be fully vaccinated against the COVID-19 virus by November 1, 2021. Please note that any offer of employment is contingent upon the candidate providing verification of their vaccine status, having an approved medical accommodation, or having an approved religious accommodation. No start date will be approved until the candidate has either verified their vaccine status or having an approved accommodation.

#### POSITION PROFILE

The Family & Youth Justice Program (FYJP) at AOC transforms systems to promote thriving families and equitable court communities. We are seeking an innovative and passionate team member to develop and manage a statewide support structure for Early Childhood Courts (ECC) in Washington. Early Childhood Courts follow the ZERO TO THREE Safe Babies Court Team™ approach, a community engagement and systems-change initiative focused on reducing trauma and improving how courts, child welfare and child-serving organizations work together to serve young children and their families involved in the child welfare system. In 2021, the Legislature

established statewide standards of practice for ECCs, with racial equity, parent voice, child-parent relationships and safe reunification at the center. AOC was given the role of supporting and evaluating ECC courts to align their practice with the core components of the law.

The ECC Statewide Coordinator works closely with our strategic partners, the Center for Children & Youth Justice and ZERO TO THREE, to provide technical assistance and facilitation at the local and state levels. The Statewide Coordinator provides direct support to the four ECCs and their community teams through training, consultation, the development of tools and the use of data for continuous quality improvement. This requires balancing the value of ECCs being responsive to their local culture and needs with requirements that courts align with the core components of the approach, adopting best practices related to family reunification and serving all families equitably. The Statewide Coordinator also supports the work of the State Advisory Board, helping to inform and engage multiple system partners in strategic implementation and sustainability planning, and to problem solve gaps and barriers to accessing needed services for ECC families.

This is a senior professional level job that works with minimal supervision and applies independent judgment and decision making on complex projects. The position is part of the Family & Youth Justice Program, a team that is committed to continual learning and valuing the voices of people with lived experience, particularly those furthest from justice.

#### **DUTIES AND RESPONSIBILITIES**

- Provide direct support, training and technical assistance to court teams and community coordinators to implement the core components of ECCs, embodied in the Safe Babies Court Team™ approach and outlined in RCW 2.30.100.
- Work with local and state partners to foster an environment in which all professionals involved in ECCs increase their awareness of different forms of bias, trauma and the adversity that often accompanies poverty, behavioral health challenges and substance use.
- Work with the ECC Data Analyst and the Washington State Center for Court Research to help local courts collect and make sense of their data to inform and improve their programs.
- Develop templates, tools and other resources for ECC courts, Community Coordinators and community advisory teams.
- Conduct observations of ECC Family Team Meetings, court hearings and community advisory meetings.
- Develop and administer a training and certification program for ECC judicial officers, including required onboarding training for new ECC judges and commissioners.
- Coordinate targeted training to Community Coordinators to enhance their data analysis, meeting facilitation and family engagement skills. Facilitate communities of practice for Coordinators to promote fidelity to the approach, share ideas and build relationships across court sites.
- Identify trends and systemic barriers to effective ECC operations and inform the State Advisory Board's work to address gaps in system coordination and service delivery.
- Develop ECC program expansion and sustainability plans, including outreach to tribal courts. Work with program partners to identify potential funding streams.

- Stay current on relevant research and advances in early childhood brain development, racial equity, childhood and historical trauma, hope and resilience, domestic violence, behavioral health and substance abuse treatment and developmental and intellectual disabilities.
- Create and deliver presentations and written reports that incorporate data, analysis and program recommendations.
- May supervise the work of other professional staff and support staff.
- Must be able to travel, including occasional overnight trips throughout the state of Washington.
- Perform other duties as assigned.

For more information about the job's typical job duties and responsibilities, click on this [Job Description](#).

### REQUIRED QUALIFICATIONS AND CREDENTIALS

- A Bachelor's degree in court administration, public administration, political science or a closely allied field **AND**
- Five (5) years of responsible experience in-court administration and/or program development, including one (1) year in a supervisory or lead role and/or managing/directing groups or teams.

\*Certain positions may require a law degree in addition to the qualifications above. (A law degree is not required for this position.)

***Relevant experience may substitute for the required education. †***

### THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING EXPERIENCE, EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

- † WILL CONSIDER A BACHELOR'S DEGREE FROM ANOTHER DISCIPLINE AND A MINIMUM OF FOUR (4) YEARS OF EXPERIENCE, INCLUDING ONE (1) YEAR IN A LEAD ROLE MANAGING/DIRECTING GROUPS OR TEAMS.
- Demonstrated interest in and ability to work with families of diverse racial, cultural and socio-economic backgrounds.
- Understanding of early childhood development, basic brain science and trauma.
- Experience and/or formal training in racial equity and anti-bias practices, with a commitment to continued professional development in this area.
- Understanding of and experience applying Continuous Quality Improvement principles.
- Compassion for self and others.

- Experience launching new programs or efforts.
- Effective and empathetic listening skills with the ability to give and receive feedback.
- We are committed to having a diverse staff that reflects the communities we serve. We strongly encourage applications from people of color, those with lived experience in child welfare, people with disabilities and members of the LGBTQ+ community.

## HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed, and relevant experience meeting the qualifications must be reflected on the application.

1. **Cover Letter** (no more than two pages)
2. **Judicial Branch/AOC Application for Employment**
3. **Resume (Chronological)**

***A chronological resume will not substitute for a fully completed application.***

The Judicial Branch/AOC Application for Employment can be found at <https://www.courts.wa.gov/employ/Application.pdf>, under Current Openings, click on Washington Courts; the AOC. Application for Employment is located at the bottom of the page. Late applications will not be accepted when a deadline is expressed.

**Please email all application materials to: [employment@courts.wa.gov](mailto:employment@courts.wa.gov) in a PDF format (Word documents are also accepted).**

**Application materials will also be accepted by regular mail or by fax:**

**Administrative Office of the Courts  
Attn: Human Resources  
PO Box 41170, Olympia, WA 98504-1170**

**Fax number: (360) 586-4409**

General suggestions for creating a good application packet:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Ensure your application and cover letter (if requested) directly address how you meet each of the required and desired qualifications.
- Make sure your application and cover letter reflect your best writing.

The initial screening will be based on the content and completeness of your application materials. Applications with comments such as "see attachments" or "N/A" will be considered incomplete.

## IMPORTANT INFORMATION

- The workweek may fluctuate depending on workload or agency needs.
- Overnight travel may be required based on business needs.
- This position is not covered under the overtime provisions of the Fair Labor Standards Act (FLSA).

*The AOC is an equal opportunity employer and does not discriminate based on gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Melody Long, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov).*

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.

**SPECIAL NOTE: Before a new hire, a background check, including criminal history, will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.**

## ADDITIONAL INFORMATION ABOUT AOC

The Administrative Office of the Courts (AOC) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington, and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two-hour drive of the city.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work-life in a wonderful community are just a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading-edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ) for more information about Washington Courts, Compensation, and Benefits.